

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Administrative Assistant

Announcement Number: IG-06-04

Location: Washington, DC

Opening Date: June 7, 2006

First Cut-off: June 21, 2006

Closing Date: Open Until Filled

Salary: \$46,821 - \$83,021* (HS-06 to HS-09)

*Commensurate with qualifications and experience

Area of Consideration: All Sources

FLSA Category: Exempt

Job Summary: Incumbent provides administrative assistance to the Inspector General and Deputy Inspector General of the U.S. House of Representatives. In addition, the incumbent provides clerical, administrative, and financial management assistance to the Office of Inspector General (OIG).

Major Duties:

- 1) Acts as personal representative of the Inspector General in telephonic and face-to-face contacts with high ranking officials of organizations within and outside the U.S. House of Representatives.
- 2) Receives all visitors to the Office of Inspector General (OIG); schedules appointments for the Inspector General and Deputy Inspector General; determines which appointments take precedence; and decides when appointments may be interrupted, cancelled, rescheduled, etc., without prior approval. Receives and screens all incoming calls and answers non-technical questions or directs inquiries to the appropriate staff member and arranges adequate phone coverage during periods of intense activity or in his/her absence.
- 3) Responsible for processing all official paperwork/documents received in the OIG. Prepares and reviews replies and other correspondence and action documents before passing them on to the Administrative Director, Deputy IG, or IG for review and/or signature; primarily for sound public relations principles, intelligibility, reasonableness and compatibility with the Inspector General's personal viewpoints and general policy and precedents. Makes distribution of documents.
- 4) Assists the Administrative Director in report and memoranda editing and distribution. Ensures proper audit report formats are adhered to, checks spelling and grammar, and makes distribution of audit reports and official memoranda.
- 5) Independently performs research on a wide variety of subjects in order to provide the Inspector General with authoritative information and material which he/she utilizes in the preparation of correspondence, reports, policy documents, etc., and in connection with his/her participation in top level committees and conferences. Data developed can entail contact and discussion with top echelon personnel in the U.S. House of Representatives, Federal agencies, etc.

- 6) Maintains administrative files and data banks (clippings, working files, audit report files, archival material, etc.), and develops and maintains mailing and telephone lists and labels for the Inspector General and Deputy Inspector General, and audit staff. Ensures all files are maintained in accordance with the OIG Policy and Procedures Manual.
- 7) Tracks and maintains leave and time and attendance records for all OIG personnel. Provides leave slips and monthly time and attendance records to employees, Directors, and the Deputy IG and IG, as necessary, for approvals. Registers personnel for training; enters and maintains training information on each individual in training database. Provides quarterly training reports to the IG, Deputy IG, and Directors. Fills out personnel forms as necessary.
- 8) Maintains stock of office supplies, orders supplies and small equipment, and initiates procurement actions through Procurement Desktop, the House's electronic procurement program. Creates vouchers electronically for payment on goods and services.
- 9) Assists the Administrative Director in budget formulation and execution. Posts and tracks financial data on OIG budget spreadsheet, notifies Administrative Director of any financial discrepancies, and coordinates with appropriate OIG and House officials to reconcile any accounting discrepancies. Administrative Assistant acts as a liaison with House suppliers and other OIG vendors for procurement actions, billing adjustments, and to schedule necessary equipment maintenance.

Requirements: Skill in telephonic and face-to-face contact with high level officials. Extensive experience in 1) managing one or more senior executives' calendars, 2) the control, preparation, and review of incoming and outgoing correspondence and action documents, and 3) setting work priorities and establishing deadlines for actions. Experience in implementing and streamlining office policies, procedures, and administrative practices. Demonstrated ability in a variety of administrative functions (document management and disposition, data entry and report queries, researching policies and procedures, processing personnel paperwork, monitoring and ordering supplies) to include financial management aspects of the operations of an office (posting/tracking obligations and expenses, and budget formulation and execution). Knowledge of, and experience with, various information and office systems, including word processing, spreadsheets, publications, and graphics applications (experience or training in PeopleSoft applications is desirable); and ADP equipment such as FAX machines, copiers, and scanners; and multi-line phone systems.

Work Environment and Physical Demands: The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is generally sedentary. There will be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Supervisory Controls: Incumbent reports to the Administrative Director.

Additional Requirements and Information:

- 1) Must be eligible for and able to maintain a Secret Security Clearance (U.S. Citizen).
- 2) Relocation expenses will not be paid.
- 3) Office does not have a Telecommute Program or Alternate Work Schedule.
- 4) Address the KSAs listed with this vacancy announcement

Address each of the following Knowledge, Skills, and Abilities (KSAs) in your application for this position:

- 1) Demonstrated ability to complete routine tasks where attention to detail is important to the overall outcome of the end product. *Give examples and results*
 - 2) Provide details of your skill in managing and prioritizing multiple tasks requiring different skills sets to complete. *Give examples and results*
 - 3) Demonstrated ability to be proactive and independent in accomplishing routine tasks and special assignments without day-to-day guidance or prompting to move projects forward. *Give examples and results*
 - 4) Provide details of the types of "Customer Service" you have experience in providing to an organization's staff by accomplishing administrative tasks. *Give examples and results*
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SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)¹
Room 386
Washington, DC 20515-9990

Point of Contact: Susan Kozubski (202) 226-1250

DO NOT MAIL resumes. External mail, even when sent through UPS, DHL, and other couriers or overnight delivery services is delayed due to security screening.

1 Across from the Federal Center SW Metro Station (Blue & Orange Lines)